



BHS PROVIDER UPDATES

2015-2



“Flipping the Switch” Reminders

- The first step when making any changes in the Client Categories Maintenance section in Anasazi is to click the “All” radial button to view the client’s history of open/closed episodes (if any), to avoid duplication and/or errors in data entry.
- The start/stop dates **cannot** be the same for Subclass and Class.
- Be sure that the Subclass episode for the youth includes all Enhanced-related services within that timeframe and that the Class episode begins the day after the last Subclass service was provided (if Class eligible after Subclass eligibility ends).
- **No episodes should ever overlap**, regardless of Class or Subclass status.
- When closing a client out of a program, do not flip the switch off if the youth is still eligible for enhanced services- the client should remain open to subclass/class until the youth is no longer eligible.
- Call the Optum Help Desk at (800) 834-3792 if there has been a duplication/data entry error.
- Document any changes (turning on, off, switching from subclass to class) with an Informational note.
- **For a thorough review of “Flipping the Switch” in Anasazi, visit the Pathways website at :**
<https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/workforce/pathways.html>